DC Connection





Issue No. 28

October-November 1999



Defense Financial Management Course



he Department of Defense in cooperation with the American Society of Military Comptrollers is sponsoring a five day, forty hour course in *Defense Financial Management*. It focuses on the unique financial management competencies necessary for mid-level and senior-level financial managers in the Department of Defense. This represents one means by which the Department of Defense continues to support the professional development of the workforce and the effort of careerists to improve their professional qualifications.

The course will be delivered at DoD sites throughout CONUS and in overseas areas in CY2000. It will provide instruction in Defense Resource Management, Manpower Management, Internal Controls, Fiscal Law, Accounting, Finance, Auditing, Cost and Economic Analysis, Business Management Process Improvement, and PPBS. It will be conducted at no cost to the individual or the activity.

The first offerings will begin on 17 January 2000 in Monterey, CA and Seattle, WA. On 24 January 2000 courses will be offered in Honolulu, HI, Norfolk, VA, and Washington, DC. Department of the Navy financial management personnel in these areas may apply by contacting Kendall Roose at the Naval Financial Management Career Center, by phone at (850)452-3977, DSN 922-3977, and/or e-mail:

nfmc@nfmc.navy.mil

In addition to your name, please provide grade, series, office phone number, and preferably a home mailing address to receive material prior to class from the U.S. Department of Agriculture Graduate School, which is conducting the training.

Travel costs and lodging are the responsibility of the activity. The dates and locations for the remainder of CY2000 will be distributed in late December 1999. Nominations for January must be received by 14 December 1999 to ensure that students receive the advance material prior to start of class.

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Update On DON PBAS Electronic Fund Authorization Documents

by Kevin Gormley, FMB-53

n 1 October 1999, the Chief of Naval Operations (N82) and the Chief of Naval Research (CNR) implemented Phase 3 of the Department of the Navy Program Budget Accounting System (DON PBAS). DON PBAS now provides funds control and distribution for all FY 2000 appropriations issued to the Navy intermediate commands. Designated command users can use their desktop computer to access the DON PBAS system and print their command fund authorization documents.

DON PBAS is a multilevel funds control system under general ledger control that electronically distributes over \$90 billion in fund authorization documents to the Navy commands. This includes the 20 major appropriations for operations and maintenance, military pay, procurement, military construction, and research, development, test and evaluation. Additionally, there are over 100 unexpired prior year and "X" year appropriations in DON PBAS including more than 30 Shipbuilding and Conversion, Navy prior year appropriations.

The DON PBAS incorporates a series of complex interfaces to transfer data from the CNO Navy Headquarters Budget System (NHBS) and the CNR Budget Allocation System (BAS) to DON PBAS. The system sends proposed funding authorizations through a PBAS validation edit before issuing fund authorizations. A Departmental level interface connects DON PBAS to the Navy's Standard Accounting and Reporting System (STARS) to produce the Departmental reports such as the Report on Budget Execution (SF 133).

FY 1999 and prior year unexpired appropriations—procurement, research and development, and construction—will be issued in DON PBAS in November 1999. Until then, Navy commands will continue to receive prior year fund authorizations produced from the CNO NHBS and CNR BAS systems.

The DoD Comptroller approved DON PBAS as a DON goal in the DoD Biennial Financial Management Improvement Plan because of the importance of CFO compliance in areas of funds management. DON PBAS meets Joint Financial Management Improvement Plan (JFMIP) system standards for core functions and OMB Circular A-127, "Financial Management Systems" requirements.

Questions on CNO issued fund authorization documents should be referred to Mr. John Frey, CNO (Code 823) at DSN 224-5343, or (703) 614-5343. Questions on CNR issued RDT&EN fund authorization documents should be referred to Ms. Mary Jane Miller, CNR (Code 08), at DSN 426-4280, or (703) 696-4280.

Look for the letter that says...

I strongly encourage Department of the Navy personnel to submit ASMC nominations for accomplishments during CY99. Our people are among the best and if nominated will be very competitive for the top awards.

GIADYS J. COMMONS

Principal Deputy Assistant Secretary of the Navy (Financial Management and Comptroller)

25 August 1999

Note: Submit all nominations for ASMC achievement awards, continuing education program awards and scholarship program awards must be submitted on the appropriate forms. Submit nominations for the ASMC national essay contest awards on plain bond paper. Submit nominations for Achievement awards to Director, Naval Financial Management Career Center, 153 Ellyson Avenue, Suite A, Pensacola, FL 32508-5245 by 17 December 1999. Submit all other award nominations to ASMC National

Headquarters by noted deadline dates.

For additional information, the NFMC POC is Ms. Janice Travis, phone DSN 922-3977, (850)452-3977, or e-mail: travis.janice@nfmc.navy.mil

CANCELLATION OF ASN(FM&C) SPONSORED INSTRUCTIONS AND FORMS

SECNAV Notice 5215 of 15 September 1999 has canceled the following instructions and forms:

CANCELLED NAVCOMPT INSTRUCTIONS

INST. NO.	SUBJECT
NAVCOMPT 7000.42A	SINGLE POINT OF PAYMENT OF CONUS POST, CAMP AND STATION
	PETROLEUM (PC&S) CONTRACTS
NAVCOMPT 7102.2C	GUIDANCE FOR THE PREPARATION, SUBMISSION AND REVIEW OF
	THE DEPARTMENT OF THE NAVY (DON) BUDGET ESTIMATES
NAVCOMPT 7133.1C	PROCEDURES AND REPORTING REQUIREMENTS RELATED TO THE
	REPROGRAMMING OF APPROPRIATED FUNDS; IMPLEMENTATION OF
NAVCOMPT 7133.3	REPROGRAMMING OF MILITARY CONSTRUCTION AND FAMILY
	HOUSING APPROPRIATED FUNDS

CANCELLED NAVCOMPT FORMS

FORM NO. TITLE

NAVCOMPT 57 (REV. 9-76)	NAVY PAY RECEIPT
NAVCOMPT 57M (REV. 3-66)	NAVY PAY RECEIPT (MECHANIZED)
NAVCOMPT 195 (REV. 9-86)	POWER OF ATTORNEY
NAVCOMPT 204 (REV. 9-57)	STATEMENT OF UNPAID WAGES
NAVCOMPT 295(1C) (REV. 1-69)	BI-WEEKLY PAYROLL WORKSHEET
NAVCOMPT 350 (REV. 1-58)	BI-WEEKLY TIME CARD
NAVCOMPT 400 (REV. 2-69)	DEPOSITOR'S PASSBOOK
NAVCOMPT 485(4C) (REV. 1-69)	PAYROLL FOR PERSONAL SERVICES
NAVCOMPT 732 (7-54)	CASH RECEIPTS AND SALES JOURNAL
NAVCOMPT 735 (7-54)	BUDGET RECORD
NAVCOMPT 740 (7-54)	EXPENDITURE VOUCHER
NAVCOMPT 743 (7-54)	PETTY CASH VOUCHER
NAVCOMPT 744 (REV. 10-63)	CUSTODY RECEIPT
NAVCOMPT 752 (REV. 9-61)	TELEPHONE SUBSCRIBERS SERVICE CHARGES
NAVCOMPT 902 (6-54)	WEEKLY TIME AND COST CARD
NAVCOMPT 902A (6-54)	WEEKLY TIME AND COST CARD
NAVCOMPT 910 (REV. 12-70)	DAILY TIME CARD
NAVCOMPT 911A (REV. 7-55)	BI-WEEKLY TIME CARD
NAVCOMPT 1128 (REV. 7-90)	PAYROLL FOR PERSONAL SERVICES - PAYROLL CERTIFICATION
	& SUMMARY
NAVCOMPT 1128-1 (REV. 7-90)	PAYROLL FOR PERSONAL CERTIFICATION & SUMMARY CON-
	TINUATION SHEET
NAVCOMPT 2006 (1-57)	CASH RECEIPT (USN HOUSING PROJECT)
NAVCOMPT 2030-1 (3-63)	FUND RESOURCES LEDGER
NAVCOMPT 2031 (3-57)	BUREAU APPROPRIATION CONTROL LEDGER
NAVCOMPT 2032 (3-57)	BUREAU APPROPRIATION CONTROL LEDGER (UNFUNDED
	AVAILABILITY)
NAVCOMPT 2033 (REV. 3-71)	BUDGET ACTIVITY CONTROL LEDGER
NAVCOMPT 2058 (REV. 6-72)	BUDGET ACTIVITY ALLOCATIONS

(continued on pages 4 and 5)

DC Connection

NIANCOMPT 9050 9 (DEV. 7 00)	DON ODEDATING DUDGET COLIEDIUE OF FINANCIAL AU
NAVCOMPT 2058-2 (REV. 7-68)	DON OPERATING BUDGET SCHEDULE OF FINANCIAL AU-
NIALICOMPTE COLO (7 FO)	THORITY DEPARTMENTS OF THE NAME STATISTIC OF FLINDS AND OTHER
NAVCOMPT 2059 (7-59)	DEPARTMENT OF THE NAVY STATUS OF FUNDS AND OTHER
	DATA CLAIMS, DOD
NAVCOMPT 2062 (REV. 4-75)	STATUS OF NON-APPROPRIATED FUND BALANCES
NAVCOMPT 2068 (REV. 1-74)	WORK MEASUREMENT REPORT-REGIONAL FINANCE CEN-
	TERS, FINANCE OFFICES
NAVCOMPT 2070 (REV. 7-70)	WORK MEASUREMENT REPORT, NAVY FINANCE CENTER,
	CLEVELAND
NAVCOMPT 2114 (REV. 1-70)	CASH RECEIPT CERTIFICATE
NAVCOMPT 2133 (REV. 9-74)	PROCUREMENT PROGRAM
NAVCOMPT 2144 (REV. 11-77)	ACCRUAL JOURNAL VOUCHER
NAVCOMPT 2146 (REV. 11-77)	DEPARTMENTAL SUMMARY RECORD
NAVCOMPT 2147(5PT) (8-64)	PURCHASE ORDER (FOR CENTRALIZED NAVY RECREATION
	FUNDS)
NAVCOMPT 2164 (REV. 9-74)	REIMBURSABLE WORK ORDER RECORD
NAVCOMPT 2166 (REV. 4-76)	REIMBURSABLE ORDERS RECEIVED JOURNAL
NAVCOMPT 2167 (REV. 9-74)	JOB ORDER COST SUMMARY
NAVCOMPT 2169 (REV. 3-74)	PERFORMANCE STATEMENT
NAVCOMPT 2109 (REV. 3-08) NAVCOMPT 2187 (REV. 1-75)	NOTICE OF MANPOWER AUTHORIZATION
· · · · · · · · · · · · · · · · · · ·	
NAVCOMPT 2189 (REV. 3-72)	REQUEST FOR OPERATING BUDGET (R & D ACTIVITIES)
NAVCOMPT 2208 (3-72)	CB OPTAR STATUS REPORT
NAVCOMPT 2210 (REV. 1-74)	PAYROLL JOURNAL
NAVCOMPT 2224 (7-71)	PAYROLL CHECK LIST FOR PROCESSING RECORDS OF EM-
	PLOYEES TERMINATED DUE TO: INTRA AGENCY TRANSFER
	(1A)
NAVCOMPT 2225 (7-71)	PAYROLL CHECK LIST FOR PROCESSING RECORDS OF EM-
	PLOYEES TERMINATED DUE TO: RETIREMENT (OTHER THAN
	DISABILITY)
NAVCOMPT 2232 (REV. 4-81)	SUPPLEMENTAL SCHEDULE TO REPORT ON BUDGET EXECU-
	TION
NAVCOMPT 2268 (REV. 10-91)	JUMPS INFORMATION REQUEST
NAVCOMPT 2280 (2-83)	COUNT OF OFFICIAL OR PUBLIC CASH
NAVCOMPT 2285 (7-87)	U. S. NAVY LEAVE AND EARNINGS STATEMENT
NAVCOMPT 2286 (12-87)	CASHIER REIMBURSEMENT VOUCHER AND/OR ACCOUNT-
1VAV COM 1 2200 (12-07)	ABILITY REPORT
NIAVCOMDT 9997 (2.00)	PERSONAL PAY FOLDER
NAVCOMPT 2287 (3-88)	
NAVCOMPT 2335 (2-88)	MONTHLY ALLOCATIONS, COMMITMENT, OBLIGATION AND
	EXPENDITURE REPORT DEPARTMENT OF THE NAVY STOCK
	FUND
NAVCOMPT 3050 (REV. 10-91)	JUMPS ENVELOPES (OCR DOCUMENTS TRANSMITTAL ENVE-
	LOPES)
NAVCOMPT 3051(4PT) (REV. 2-70)	TRANSMITTAL LETTER (OCR)
NAVCOMPT 3052(2PT) (9-72)	EMPLOYEES WITHHOLDING EXEMPTION LISTING (OCR)
NAVCOMPT 3053(3PT) (REV. 5-74)	ALLOTMENT AUTHORIZATION (OCR)
NAVCOMPT 3055(4PT) (2-73)	MILITARY PAY VOUCHER (OCR)
NAVCOMPT 3056(4PT) (12-81)	MILITARY PAYROLL MONEY LIST (OCR)
NAVCOMPT 3058(3PT) (7-72)	FAMILY SEPARATION ALLOWANCE (MULTIPLE LISTING) (OCR)
NAVCOMPT 3060(3PT) (REV. 5-72)	MILITARY PAY ORDER (SINGLE) (OCR)
NAVCOMPT 3061(3PT) (REV. 5-72)	MILITARY PAY ORDER (MULTIPLE) (OCR)
NAVCOMPT 3001(3FT) (REV. 3-72) NAVCOMPT 3062(3PT) (REV. 8-72)	ORDERS FOR HAZARDOUS OR SPECIAL DUTY (OCR)
1VAV COIVII 1 3002 (3F 1) (REV. 0-12)	ONDERS FOR HAZARDOUS OR SPECIAL DUTT (OCR)

NAVCOMPT 3064(3PT) (REV. 10-74)	BASIC ALLOWANCE FOR SUBSISTENCE (OCR)
NAVCOMPT 3066(3PT) (REV. 3-74)	UNIFORM ALLOWANCE CLAIM (OCR)
NAVCOMPT 3067(6C) (REV. 9-76)	DETACHING(DEPARTING) ENDORSEMENT TO ORDERS
	(OFFICER-ENLISTED) (OCR)
NAVCOMPT 3067(6PT) (REV. 9-76)	DETACHING(DEPARTING) ENDORSEMENT TO ORDERS
	(OFFICER-ENLISTED) (OCR)
NAVCOMPT 3068(6C) (REV. 9-76)	REPORTING(ARRIVAL) ENDORSEMENT TO ORDERS (OCR)
NAVCOMPT 3068(6PT) (REV. 9-76)	REPORTING(ARRIVAL) ENDORSEMENT TO ORDERS (OCR)
NAVCOMPT 3069(4PT) (REV. 2-74)	DETACHING/REPORTING ENDORSEMENT TO ORDERS –
	GROUP TRAVEL LISTING (OCR)
NAVCOMPT 3071A (3-75)	MISCELLANEOUS MEMORANDA RECORD
NAVCOMPT 3071B (9-79)	TEMPORARY ACCOUNT/WORK SHEET
NAVCOMPT 3072(4PT) (REV. 10-74)	DEPENDENCY STATUS ACTION (FAA USE ONLY) (OCR)
NAVCOMPT 3073(3PT) (2-84)	DIRECT DEPOSIT ELECTION (OCR)
NAVCOMPT 5300/1 (9-92)	AMERICAN SOCIETY OF MILITARY COMPTROLLERS, OFFICIAL
	INDIVIDUAL AWARDS NOMINATION FORM
NAVCOMPT 7200/1 (1-83)	NON-APPROPRIATED FUND PROMPT PAYMENT ACT REPORT

CANCELLED SECNAV FORM

NAVCOMPT 7220/1 (6-83)

NAVCOMPT 12810/1 (4-83)

FORM NO. TITLE

SECNAV 7401/1 (REV. 3-98) IRS FORM W-2 OVERPRINT REQUIREMENTS QUESTIONNAIRE AND RECEIPT

CONTINUATION OF PAY REPORT

RETIRED/RETAINER PAY COMPUTATION WORKSHEET

SECNAV NOTE 5215 may also be downloaded from the FMA Web Site:

http//www.fma.hq.navy.mil

If you have any questions, POC is Mr. David Woodson, FMA-3, DSN 664-8251, (703) 604-8251, or e-mail:

woodson.david@hq.navy.mil

Washington Chapter ASMC 2000 Symposium

Plans are underway for the 2000 Symposium to be held on March 8, 2000 at the Sheraton Crystal City. This year's theme will be focused on the future for financial managers and ways for us to manage changing roles and expectations.

What's new for 2000: Are you ready?

The Symposium will explore, with a variety of high-level speakers, current issues in financial management; including a discussion of FY 2001 budget issues, forecasts of congressional action, compliance with the CFO Act, and, most importantly, the development of our most important resource—our people— to be ready to meet the challenges of the future. To address these challenges, a major portion of the symposium will focus on our personal development as financial managers.

Take charge and Move Out!

The Symposium will provide a chance to engage in a dialogue with DoD Comptroller and key congressional staffers as well as other key leaders in budgeting, accounting and financial execution. In addition, it will

provide detailed information about the Defense Financial Management Certification (DFMC) program.

Certification of the Financial Management (FM) workforce is receiving high level visibility in DoD. Top level officials are interested in improving the credentials and technical qualifications of their staffs. DoD/ASMC formed a joint partnership and have been developing preparatory training and instructions for the Defense Financial Management Certification (DFMC) program. Testing is scheduled to start next spring. The Symposium will offer DFMC informational briefings for the attendees.

Learn details about the three topical modules: Resource Management Environment; Accounting and Finance; and Budgeting and Cost Analysis. In addition, an overview will provide current status, training opportunities, examination fees, time restrictions, and maintaining your certification status. So take charge and move out on your career! Sign up to attend the Washington Chapter ASMC 2000 Spring Symposium by completing the registration form today.

The Spring 2000 ASMC Symposium Publicity Chair is Mary K. Tompa, FMB, DSN 225-5827 or (703) 695-5827, or e-mail:

tompa.mary@hq.navy.mil

Professional Navy Working Capital Fund (ProCAP) Course Scheduled

The ProCAP course is scheduled for 28 February through 3 March 2000. It has a seminar type format which is targeted to DON financial management personnel in the 500 series, who have at least one year of managerial experience in NWCF. GS-11 or O-2 levels and above will be given priority.

Field and Headquarters level instructors and a guest speaker from FMB facilitate this class, assisting in problem-solving exercises and discussions. Each student will contribute a bona fide case study, based on actual events or circumstances.

The nomination form for the ProCAP course is on the following page. Individuals who have longstanding nomi-

DON Financial Management Education,

Training, and

Professional Development

Opportunities

Abound

nations on hand will be given first consideration. The class location has not yet been chosen. Contractual arrangements are in process.

For additional information, please contact the Course Coordinator,

Bonnie Lewis, NFMC-13, DSN 922-3962 or (850)452-3962, Fax DSN 922-3821 or 3903 or (850)452-3821 or 3903, or e-mail: *lewis.bonnie@nfmc.navy.mil*

PCC Now Online

he Practical Comptrollership Course (PCC) material called *Financial Management in the Armed Forces* is now online.

This first-cut version is available for all to access and may be viewed at:

http://pcc.nps.navy.mil or http://pcc.nps.navy.mil/home.html

Navy Working Capital Fund Professional Managers Course (ProCAP) Nomination Form

Name:			·		
SSN:		Code:	GS or Equivalent Grade Level/Rank:		
Series and Job 🛚	Гitle:				
Statement: I ha management ex _l	ve had 1- perience a	+ years of NWCF experien and your justification for a	nce:YesNo If "No," please briefly describe your fina a waiver of the one year experience requirement:	ncial	
Activity:			PLAD/Short Title:		
Office Fax (DS	N & Cor	nmercial):			
Home Phone (v	will only	be used by the Course Co	oordinator for last minute changes and will not be retained in files		
Who completed	d this no	mination form?			
Other	Name:		Code:Job Title:		
	Office	Phone (DSN & Commer	rcial):		
			al):		
	E-mail	Address:			
Please list any s	special ac	commodations needed (i	interpreter, reader, etc.):		
withdraw the n	ominatio	n, substitute another perso	tified when the ProCAP Course becomes available. At that time, you on, or accept space in the class. If you accept space in the class, a DD (there is no cost for the course).	ı may Form	
Training Source:		Naval Financial Management Career Center 153 Ellyson Avenue, Suite A Pensacola, FL 32508-5245			
Send this form to:		Bonnie F. Lewis, Course Coordinator Fax: DSN 922-3903 or (850)452-3903			
Questions?		DSN 922-3962 or (850	0)452-3962		
		lewis.bonnie@nfmc.navy.mil			

Privacy Act Statement: Under the authority of Title 5, USC 301, Departmental Regulations and E.O. 9397, personal information is requested to screen applicants for the NWCF Professional Managers Course. Social Security Numbers will be used for record identification only. Information is used to contact course attendees during and after regular work hours regarding administrative changes. Furnishing the information is voluntary, however, failure to do so may prevent full consideration of the application.

SECNAV 12400/2 (Rev. 1-98)

Naval Financial Management Career Center FY 2000 Entry-Level Course Calendar

Principles of Navy Budgeting (PNB)

07-09 Dec 99	Patuxent River MD	(E)
11-13 Jan 00	Norfolk VA	(E)
08-10 Feb 00	Washington DC	(E)
18-20 Apr 00	Pensacola FL	(E)
16-18 May 00	Pt Mugu CA	(W)
12-15 Jun 00		(W)
11-13 Jul 00	San Diego CA	(W)
18-20 Jul 00	Patuxent River MD	(E)
05-07 Sep 00	Jacksonville FL	(E)

Introduction to Navy Working Capital Fund (Intro NWCF)

16-18 Nov 99	Jacksonville FL	(E)
16-18 Nov 99	San Diego CA	(W)
15-17 Feb 00	Patuxent River MD	(E)
28-30 Mar 00	Pensacola FL	(E)
23-25 May 00	Patuxent River MD	(E)
25-27 Jul 00	Washington DC	(E)
08-10 Aug 00	Norfolk VA	(E)

Introduction to Navy Financial & Managerial Accounting (FMA)

	v	•
07-09 Dec 99	Washington DC	(E)
11-13 Jan 00	Pt Mugu CA	(W)
25-27 Jan 00	Patuxent River MD	(E)
08-10 Feb 00	San Diego CA	(W)
25-27 Apr 00	Norfolk, VA	(E)
25-27 Apr 00	Silverdale, WA	(W)
16-18 May 00	Jacksonville FL	(E)
20-22 Jun 00	Patuxent River MD	(E)





To register for the classes listed in this calendar, complete the appropriate Entry Level Nomination Form and Fax it to NFMC:

DSN 922-3821 or (850)452-3821

For additional information, contact the Course Coordinator listed below, or visit the NFMC Web Site:

http://www.fma.hq.navy.mil/nfmc/nfmc.htm

Course	Coordinator	DSN	CM	E-mail
FMA	Sandi Palmer	922-3972	(850)452-3972	palmer.sandi@nfmc.navy.mil
PNB	Kendall Roose	922-3977	(850)452-3972	roose.kendall@nfmc.navy.mil
Intro NWCF	Ace DuBose	922-3972	(850)452-3972	dubose.ace@nfmc.navy.mil

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elp us serve you better and plan for the future by completing the Subscriber Form below. We appreciate your wide distribution of the Navy Comptroller & DC Connection throughout your activity as we continue to make the most efficient, cost-effective distribution to you—Editor

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